



# WV WIC VENDOR TRAINING CHECKLIST

No.	Requirements	Check	Questions
1.	Purpose of the Program		
2.	Vendor Eligibility Criteria		
3.	Supplemental foods authorized by the WV WIC Program		
4.	Minimum varieties and quantities of authorized foods to be stocked by vendors		
5.	Requirement of obtaining infant formula from sources authorized by the WV WIC Program		
6.	Conducting eWIC transactions including Cash Value Benefits (CVB)		
7.	Cashier Guidelines		
8.	Claims Process		
9.	Complaint Process		
10.	Vendor Sanction System		
11.	Policies and Procedures regarding the use of incentive items		
12.	Changes to program requirements since the last training		

I have received training on the policies, procedures, and regulations of the West Virginia WIC Program. I have been given opportunities in this training session to ask questions and clarify any issues which may have been unclear to me.

Attendee Name	Vendor (Store Name)	WV WIC Vendor #	Date

Type of Training (Check One)

<input type="checkbox"/> Authorization	<input type="checkbox"/> Annual Training	<input type="checkbox"/> Mandatory Sanction	<input type="checkbox"/> Other _____
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Type of Representative (Check One)

<input type="checkbox"/> Cashier	<input type="checkbox"/> Store Manager	<input type="checkbox"/> Office Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Store/Corporate Trainer